

# CLUB CONSTITUTION

## 1. NAME

The name of the club shall be “The New Plymouth Water Ski Club Incorporated”

## 2. OBJECTS

The objects for which the Club is established are:

- a. To promote and popularize the sport of water skiing and to provide facilities for coaching and teaching water-skiing.
- b. To establish and maintain Club rooms with furniture and refreshments for the use (subject to these rules) of members and visitors and to hold entertainment in such rooms or elsewhere.

## 3. MEMBERSHIP

- a. Any person desiring to become a member shall complete and sign an application form provided by the Management Committee and be returned with the entry fee and the first years subscription as set by the Club at the date of entry.
- b. All such applications for membership shall be voted on at any Management Committee meeting. Membership begins at the date of acceptance at such a meeting.
- c. In the event of any applicant failing to become elected it shall not be necessary to state any reason for such a failure.
- d. The Management Committee may invite Honorary Members for a term of one year as it sees fit, these members shall not be liable to pay any subscriptions for that financial year.
- e. Any member may become a Life Member of the Club as agreed upon at the Annual General Meeting. Such Life Members shall not be liable to pay subscriptions.
- f. The annual fee payable by a member shall be decided on at the Annual General Meeting. Entry fees shall also be decided on at the Annual General Meeting.
- g. The financial year will end on the 30th of June each year.

## 4. CESSATION OF MEMBERSHIP

- a. Any member wishing to resign from the Club shall give notice in writing to the Secretary and shall pay all arrears due at the date of resignation. Such resignation shall not take effect until accepted by the Management Committee.
- b. A member shall cease to be a member if their annual subscription is not paid by the last day of the calendar year in which the subscription becomes due. No notice of such cessation need be given.
- c. A member may be expelled if:
  1. Is guilty of any breach of the Constitution or Operating Rules.
  2. Is guilty of any conduct which in the opinion of the Management Committee is contrary to the interests of the Club, provided that the Management Committee passes a resolution of expulsion and that the offending member be given one weeks notice in writing of the meeting where the resolution will be considered. The offending member shall be allowed to defend any accusation at the meeting.
- d. Cessation of membership howsoever arising shall not relieve any person of any Monies they may owe to the Club.
- e. There shall be no refunds of annual subscriptions.

## **5. AUDITOR**

The Auditor shall not be a member of the Club and shall audit the accounts annually before the Annual General Meeting.

## **6. ANNUAL AND SPECIAL GENERAL MEETINGS**

- a. Anybody may be present at the Annual General Meeting herein after referred to as the AGM.
- b. The AGM date shall be set by the Management Committee but should be held in the first week of September or as soon thereafter as shall be practical.
- c. The purpose of the AGM shall be:
  1. Adoption of Annual Report and Balance Sheet for previous financial year.
  2. Election of Officers, Management Committee and Auditor for the coming year.
  3. Remits.
- d. A Special General Meeting may be called at any time by order of the President, the Management Committee or upon the request of not less than 10 financial members of the club, stating the object/s of such a meeting.
- e. Fourteen days notice shall be given to members of an Annual or Special General Meeting.
- f. 10 members shall form a quorum at all Annual or Special General Meetings.

## **7. VOTING AT MEETINGS**

- a. All questions or recommendations arising at any meetings, except in relation to amending the Rules, shall be determined by a majority of votes by the members and by a show of hands.
- b. Each member shall have one vote on any one issue.
- c. Only financial members may vote.
- d. Minimum age for voting is 15
- e. The President shall have a second or casting vote when there is an equality of votes in addition to his/her own individual vote.

## **8. OFFICERS**

The Officers shall be elected at the AGM and they shall consist of a Patron, President, Vice-President, Club Captain, Secretary, and Treasurer. One person may hold up to two Officer positions.

## **9. ORGANISATION**

The Club shall have a Management Committee to govern the affairs of the Club. The Management Committee will establish, maintain and enforce the Operating Rules for the Club.

The Management Committee shall give fair consideration to ALL disciplines of water skiing (including ski racing, barefoot skiing, tournament skiing, recreational skiing, wakeboarding and disabled skiing) to ensure appropriate representation in the club's affairs.

## **10. MANAGEMENT COMMITTEE**

- a. The numbers for the Management Committee shall not be less than six or more than twelve including the President, Vice President, Club Captain, Secretary, and Treasurer.

- b. Management Committee Members shall also be elected at the AGM.
- c. Minimum age of Committee Member is 16
- d. The Management Committee shall elect their own Chairman from their own number.
- e. The resigning President may elect to become a member of the Management Committee for the 12 months following their turn of office.
- f. The Management Committee shall have full power and authority to:
  - 1. Act in account of appeal in matters arising.
  - 2. Conduct all competitions and meetings arranged under the auspices of the Club.
  - 3. Conduct all social events arranged under the auspices of the Club.
  - 4. Appoint sub-committees should it deem fit to assist in the carrying out of Club business.
  - 5. Enlist by co-operation the services of any member or non - member for any special purpose.
  - 6. Shall decide on all matters of finance and allocation of Club funds.
  - 7. To make by-laws or policies to cover anything herein not covered.
  - 8. Shall put forward recommendations to the AGM.
  - 9. Inflict such penalties as it may deem fit upon any member/s infringing on the Constitution and Operating Rules.
  - 10. To interpret all rules should a dispute arise.
- g. They shall meet once a month or at such times as the President or Management Committee may deem necessary or appropriate.
- h. Any member who shall be absent for 3 consecutive meetings without reasonable excuse shall forfeit their seat. Should they hold an office position the Management Committee shall appoint someone from the Management Committee to take their place.
- i. At any meeting 4 shall form a quorum.
- j. Any sub-committee must have a Conveyor from the Management Committee and are not to proceed with any decisions made at any sub-committee meeting without permission of the Management Committee.
- k. Members may attend any Management Meeting, while not having voting rights they may request speaking rights at the commencement of the meeting.

### **DUTIES OF PRESIDENT**

- a. Work with the Secretary and Treasurer.
- b. Have been a member of the Management Committee for at least one year.
- c. Call any meetings as deemed fit.
- d. Work with the Management Committee and delegate members to any special task.

### **DUTIES OF VICE PRESIDENT**

- a. Act as President in the absence of the President
- b. Have been a member of the Management Committee for at least one year.

### **DUTIES OF CLUB CAPTAIN**

- a. Act as President in the absence of the President
- b. Have been a member of the Management Committee for at least one year.
- c. Introduce and induct new members into the Club.
- d. Have lead responsibility for the maintenance of the slalom course and jump

## **DUTIES OF SECRETARY**

- a. Act with the President.
- b. Keep a roll of members and addresses.
- c. Give notice of all meetings.
- d. Keep minutes of all meetings and send a copy to all Committee members as soon as possible after each meeting.
- e. Prepare an agenda for all meetings.
- f. Keep copies of all inward and outward correspondence.
- g. Keep a list of Club property.

## **DUTIES OF TREASURER**

- a. Keep proper books.
- b. Present a Balance Report at all meetings and a Balance Sheet and audited Statement of all the accounts to the A.G.M.
- c. Pay no accounts unless passed for payment by the Executive or Management Committee.
- d. Act with the trustees of the banking Accounts.
- e. Maintain Financial Records and Balances of all inwards and outwards Monies.
- f. Balance Sheet and profit and loss Account to be sent to the Justice Department as soon as possible after the A.G.M.

## **11. COMMON SEAL**

- a. The common seal shall be kept in the custody of the Secretary at the Secretary's residence which shall be the registered Office of the Club.
- b. The common seal shall be affixed to documents by the Secretary only in the presence of two members of the Management Committee.

## **12. FINANCE**

- a. The funds of the Club shall be devoted solely to the furtherance of the objects of the Club as set out in these rules.
- b. There shall be two signatures required on all cheques, Treasurer and either President, Secretary or Club Captain.
- c. All funds shall be paid into Bank Accounts named by the Management Committee.
- d. All accounts against club funds over \$3000.00 must be approved unanimously by the whole Committee. In the absence of unanimous agreement, a Special General Meeting must be called to approve the payment.
- e. Trust funds applied for and secured by the Committee must be spent in accordance with the requirements of the Trust funds provider.
- f. The Management Committee shall have the power to raise or borrow money to the value of \$3000.00 by way of overdraft or mortgage. Any loan in excess of \$3000.00 can only be approved at a Special General meeting.

## **13. WINDING UP**

- a. If the Club be wound up compulsorily the funds of the Club shall be divided pro-rata among the members in proportion to the average yearly subscription paid by each member at the time of winding up.
- b. The Club may be wound up voluntarily if the Members at a Special General Meeting pass a resolution requiring the Club so be wound up and the resolution is confirmed at the

subsequent Special General meeting called for that purpose and not held earlier than thirty days after the date on which the resolution so to be confirmed was passed. Any such winding up of the Club the funds shall be divided as per clause (a) hereof.

#### **14. LEVIES**

If in any one year there are insufficient funds for the objects of the Club, the committee may in addition to its borrowing powers impose a levy not exceeding fifty dollars per member in any one year.

#### **15. AFFILIATION**

The Club shall have the power to affiliate with such bodies as it may desire as determined by the Management Committee.

#### **16. ALTERATIONS TO CONSTITUTION**

- a. Notice of any suggested alterations to the constitution shall be forwarded in writing to the Secretary at least four weeks before the AGM and thereafter voted on at the AGM under remits.
- b. No alterations shall be made except with the consent off two-thirds majority of votes recorded at the AGM
- c. Alterations made shall take effect immediately unless specified.

#### **17. COMPLAINTS**

All protests or complaints are to be put in writing or relayed directly to the President within three days of the occurrence. The member/s involved shall be allowed to attend a Management meeting for the purpose of presenting their case.